

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of the operations of a fire station, including the supervision of firefighting personnel, apparatus, and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, and assist in the training of subordinate employees. Fire Captains work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the District Fire Chief. Fire Captains rank directly below the class of District Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operations of one fire station on an assigned shift. Responds to all fire alarms, gathering and assessing pertinent data provided by dispatcher, and performing size-up of an emergency scene. Provides for the needs of the firefighters and other emergency personnel at the scene of an emergency. Maintains communications between the fire scene and other authorized personnel. Directs the operation of a fire company when responding to emergencies by directing the positioning of the fire apparatus at the fireground, and sets up the fireground perimeter for crowd and traffic control. Serves as fire safety officer at the scene of an emergency until relieved of command. Directs emergency scene operations until relieved by a superior officer. Participates in and supervises subordinate employees in the performance of search and rescue, forcible entry, use of self-contained breathing apparatus, ladder operations, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, sprinkler and standpipe systems, water supplies, salvage and overhaul, and emergency medical services.

Makes recommendations to superior officers regarding policies, goals, and objectives for the department. Makes recommendations to superior officers on changes in department operations that will help the city obtain favorable ISO ratings. Evaluates the efficiency of response units following emergency incidents. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift.

Supervises subordinate fire department personnel by assisting superior officers with the delegation of authority to subordinates, assigning of work and duty areas, and inspecting the appearance of subordinates. Assists in overseeing and evaluating the work performance of subordinates. Assists in maintaining discipline among subordinates by recommending disciplinary action to the appointing authority through the chain of command. Provides assistance to subordinates in technical areas of work.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly located in an assigned area in order to become familiar with all area features which might become important in a fire or emergency situation. Reports fire hazards or safety violations to the appropriate authority. Testifies in court when required. Secures the fire scene to prevent the removal or damage of evidence of suspected arson. Searches for, protects, preserves, reports, and maintains the chain of custody of any evidence of suspected arson.

Provides for the maintenance of department records, such as records of activity, inventory records, or any others which may be required. Compiles data and writes reports. Personally completes any forms, records, or reports required, including NFIRS reports.

Provides for the repair and maintenance of apparatus and equipment. Inspects fire apparatus, station house, buildings, and facilities to ensure compliance with departmental standards. Conducts tests or directs the testing of fire department apparatus and equipment. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance.

Reads and studies assigned firefighting materials and manuals to maintain proficiency in firefighting operations and fire behavior, equipment and tools, and safety procedures for special emergencies. Participates in drills and evolutions and practices with apparatus and equipment. Obtains appropriate certifications under the N.F.P.A. Professional Standards, and other professional certifications, as required by departmental policies. Personally trains personnel by conducting training in the classroom and assisting with informal or on-the-job training for new employees.

Participates in special community projects designed to improve public relations or the image of the fire department. Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Fire Engineer for at least two (2) years immediately preceding closing date for application to the board.